

Alice Aycock Poe Center for Health Education

Job Description

Position: Finance Specialist

Type: Full Time

Reports To: Executive Director

Candidate Profile:

Poe is seeking a candidate to implement effective and efficient financial systems, and who will thrive working as part of a committed team of nonprofit professionals whose mission is to educate and empower North Carolina children, youth, and their families to make choices that increase positive health behaviors. An ideal candidate is detail-oriented and able to manage fast-paced and complex deadlines and excels in the areas of nonprofit financial accounting.

Position Summary:

The Finance Specialist plays a critical role ensuring that Poe's financial systems comply with Generally Accepted Accounting Practices, (GAAP), as well as Poe's Board and fiscal policies and all federal, state, and local legal requirements. The Finance Specialist maintains records of financial transactions, post transactions, and prepares journal entries for the general ledger. The Finance Specialist is part of the Finance and Operations team that ensures the effective and ethical stewardship of Poe's financial resources. The Finance Specialist supports the HR functions of the organization working with the ED and the outsourcing company Poe uses for this service.

Duties and Responsibilities:

- Ensures that Poe's financial systems comply with Generally Accepted Accounting Practices, (GAAP), as well as Poe's Board and fiscal policies and all federal, state, and local legal requirements.
- Performs general accounting processes to include, but not limited to, preparation of deposits, processing credit card transactions, accounts payable, accounts receivable, payroll, and financial reporting.
- Process and perform activities related to cash flow, bank account reconciliation, and month-end expense allocation.
- Prepares and submits expense reports and reimbursement claims to federal, state, local and private funding agencies. Assists program staff in the preparation of reports to meet grant terms and guidelines.
- Assist with the preparation for the annual audit and 990.
- Assist with the creation of the annual Poe budget.

- Reconcile petty cash account.
- Maintain all employee HR files.
- Coordinates and supports the processing of the hiring documents necessary in the hiring process.
- Coordinates the changes of employees' benefits, payroll, and other HR needs.
- Communicates with the outsourcing CPA firm Poe uses for our financial services.
- Participate in the Finance Committee meetings, Board meetings, and Poe's Leadership Team meetings.
- Other duties as needed.

Qualifications and Requirements:

- BA or BS in financial, accounting, or business administration.
- 2-4 years' experience in nonprofit financial operations including budgeting and fund accounting.
- Extensive experience with Microsoft Excel and accounting software such as QuickBooks or FundEz. Knowledge of Raiser's Edge (RE) and G-Suite preferred.
- Ability to prioritize and meet multiple deadlines with a high level of attention to detail.
- Excellent communication skills and an ability to work collaboratively.
- Knowledge of and interest in nonprofits and the communities they serve.
- Welcoming of diverse backgrounds, lifestyles, beliefs, and cultures.

Interested parties should send a resume and cover letter to:

Ann Rollins

Executive Director

a.rollins@poehealth.org